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The Recorder of Deeds Land Records electronic filing system allows Title Companies to prepare and transmit real property transfer instruments via the internet. This system also allows for transmitting electronic recording fees to the DC government. To learn how the Land Records electronic filing system works and to browse through some of its features, click "Next" at the top of each slide.

Land Records eFiling



Document Preparation

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All transaction / order information is prepared and captured electronically by the Title / Closing office.

A screenshot of a software application window titled "File 22040183 - [Seller: Reite] [Buyer: Sobieray]". The window has several tabs: "Subdivision", "Condominium", "Township", "Property/Address", "Customers", "Order", "Seller", "Buyer", "Lender", and "Abstract". The "Order" tab is currently selected. The form contains various fields for transaction details:

- File Status:** Open (dropdown menu)
- Need by Date:** 2/2/2003
- Sales Price:** \$132,650.00
- Closing Date:** 2/5/2003
- State:** DC (dropdown menu) with "District of Columbia" displayed.
- County:** 1 (dropdown menu) with "District Of Columbia" displayed.
- Title Unit:** 1 (dropdown menu) with "Title Unit 1" displayed.
- Title Officer:** Tracy Garcia (dropdown menu)
- Escrow Unit:** 1 (dropdown menu) with "Escrow Unit 1" displayed.
- Escrow Officer:** Darren Ross (dropdown menu)
- Bank Acct:** (empty dropdown menu)
- Trans Type:** Conventional Insured (dropdown menu)
- Prop Type:** Residential (dropdown menu)
- Marketing Rep.:** Jennifer Johnson (dropdown menu)
- Underwriter:** Stewart Title Guaranty (dropdown menu)
- Assoc. File Number:** 03-7026-08RBR
- Additional Instructions:** (empty text area)

At the bottom of the window, there is a status bar with icons and text: "Order Date 2/7/2003 11:56:31 AM" and "Earnest Money \$0.00".

Land Records eFiling



Entry of Buyer Data

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Information is captured one time and used throughout all components of the system, eliminating duplicate rekeying and opportunities for errors

File 22040183 - [Seller: Reite] [Buyer: Sobieray]

Subdivision | Condominium | Township | Property/Address | Customers

Order | Seller | **Buyer** | Lender | Abstract

1

☐ Business

First Name: Edmund Middle Name: S. Last Name: Sobieray Suffix: Jr.

SSN: 201-44-3494 Vesting: , an unmarried man

Address 1: 1001 N Vermont Street #306 Address 2:

City: Washington State: DC District of Columbia Zip Code: 20006

2

☐ Business

First Name: Heloise Middle Name: M Last Name: Sobieray Suffix:

SSN: Vesting:

Address 1: Address 2:

City: State: Zip Code:

Order Date 2/7/2003 11:56:31 AM Earnest Money \$0.00 2 Records

Land Records eFiling



Entry of Property Data

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Additional information is provided as title examination and legal description are researched and identified.

File 22040183 - [Seller: Reite] [Buyer: Sobieray]

Order Seller Buyer Lender Abstract Customers

Subdivision **Condominium** Township Property/Address Customers

State **DC** District of Columbia County **1** District Of Columbia

Town PIN/Suffix

Vol/Bk **29** Page **23** Unit **206** Building

Condominium **Letterman House**

Section/Lot **2016** Square/Ph **0104**

Order Date 2/7/2003 11:56:31 AM Earnest Money \$0.00 Record 1 of 1

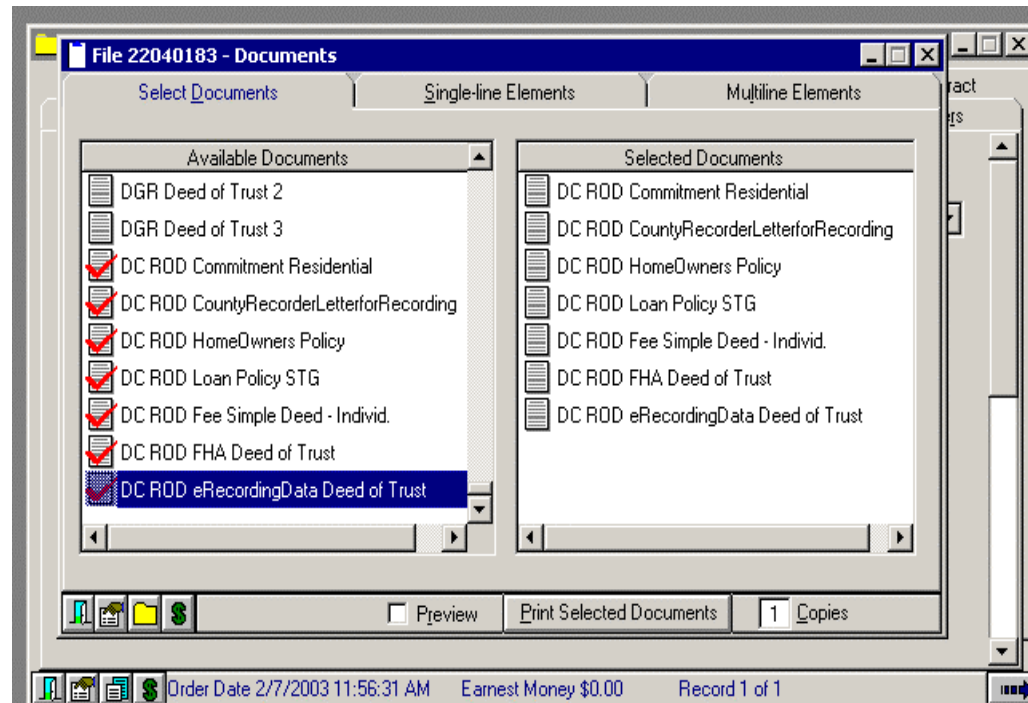
Land Records eFiling



Generation of Documents

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All of the appropriate title and closing documents are selected for the transaction along with a data template for the indexing information to be sent for recordation.



Land Records eFiling



Document Data Capture

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All data from the order / transaction automatically populates into all of the data elements contained in all of the closing docs. Additional data may be provided by doc preparer. Ensures integrity of data and docs prepared.

The screenshot shows a software window titled "File 22040183 - Documents". It has three tabs: "Select Documents", "Single-line Elements", and "Multiline Elements". The "Single-line Elements" tab is active, displaying a table with two columns: "Single-Line Element" and "Element Data".

Single-Line Element	Element Data
Property County Name	
Trustee Name	
Buyer Name - First Last 1	Edmund S. Sobieray Jr.
Lender Address 1	1100 Corporate Center Drive, - NC4723
Lender Address - City 1	Raleigh
Loan Amount 1	\$106,120.00
Mortgage Insurance Case Number 1	
Lender Name 1	Wachovia Mortgage Corporation
Lender Address - State Code 1	NC
Lender Address - Zip Code 1	27607-5066
Property Address 1	2030 F Street NW Condominium 206
Property Address - City 1	Washington
Property Address - Zip Code 1	20006
Lender State Inc.	
Note Due Date	

Below the table is a toolbar with icons for document operations and buttons for "Preview", "Print Selected Documents", and "Copies" (set to 1). The status bar at the bottom shows "Order Date 2/7/2003 11:56:31 AM", "Earnest Money \$0.00", and "Record 1 of 1".

Land Records eFiling



Merging of Documents

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Documents are merged with the appropriate data, reviewed, and produced for closing.

Document in AIM - 22040183 DC ROD FHA Deed of Trust - Microsoft Word

File Edit View Insert Format Tools Table Window AIM Help

100% FDS Header Times New Roman 8 B I U

[Space Above This Line For Recording Data]

State of Washington, D.C. FHA Case No.

DEED OF TRUST

THIS DEED OF TRUST ("Security Instrument") is made on. The Trustor is Edmund S. Sobieray Jr., ("Borrower"). The trustee is, ("Trustee"). The beneficiary is Wachovia Mortgage Corporation which is organized and existing under the laws of , and whose address is 1100 Corporate Center Drive, - NC4723, Raleigh, NC 27607-5066 ("Lender"). Borrower owes Lender the principal sum of \$106,120.00 (U.S. \$106,120.00). This debt is evidenced by Borrower's note dated the same date as this Security Instrument ("Note"), which provides for monthly payments, with the full debt, if not paid earlier, due and payable on. This Security Instrument secures to Lender: (a) the repayment of the debt evidenced by the Note, with interest, and all renewals, extensions and modifications of the Notes; (b) the payment of all other sums, with interest, advanced under paragraph 7 to protect the security of this Security Instrument; and (c) the performance of Borrower's covenants and agreements under this Security Instrument and the Note. For this purpose, Borrower irrevocably grants and conveys to Trustee, the following described property located in County, Washington D.C.:

Part of Lot 116 in Square 104 in a subdivision made by Oliver T. Carr, Jr., George H. Beuchert, Jr. and John B. Letterman, Trustees under a Deed of Trust, as per plat recorded in Liber 173 at Folio 50 among the Records of the Office of the Surveyor for the District of Columbia.

The Part of the land conveyed being more particularly designated as Condominium Unit #206 in the Condominium known as Letterman House, according to the Declaration of Condominium dated October 5th, 1981 and recorded October 6th, 1981 as Instrument No. 31879, and amended by the First Amendment to the Declaration of Condominium dated October 7th, 1981 and recorded October 8th, 1981 as Instrument No. 31912, and the Bylaws of Condominium relating thereto dated October 5th, 1981 and recorded on October 6th, 1981 as Instrument No. 31580 among the Land

Page 1 Sec 1 1/7 At 0.7" Ln 1 Col 1 REC TRK EXT JVR

Land Records eFiling



Capture of Additional Documents

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Additional documents, such as the DC sales transfer document and homestead exemption application, are easily added and electronically created via the title/closing office's production system as well... no manual preparation!

GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF TAX AND REVENUE Recorder of Deeds-315 D Street N.W. Washington D.C., 20001 Phone 202-727-5374 Real Property Recordation and Transfer Tax Form FP 7/C			
Part A-Type of Instrument			
Deed <input checked="" type="checkbox"/> Tax Deed <input type="checkbox"/> Deed of Trust <input checked="" type="checkbox"/> Trustee Deed <input type="checkbox"/> Easement <input type="checkbox"/> Modification <input type="checkbox"/> Lease <input type="checkbox"/> Other: POA			
Part B-Property Description/Data/Property Being Conveyed			
3110	26	Or New Account Needed <input type="checkbox"/> Exemption Request <input type="checkbox"/>	
Square	Suffix	Lot	
(For a new lot please mark new lot needed with an X and place the old lot or parent lot 88L* in Boxes)			
If more than one lot, list Square Suffix Lots below or attach addendum:			
Square and or Parcel	Lot(s)		
Property Address: 2610 F Street NW Condominium 206		Unit Number 206	
Street Number		Street Name	Quadrant
Property Use: Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Condominium <input checked="" type="checkbox"/> Apartment <input type="checkbox"/>			
In addition to the use above, is this property being rented? No			
Interest Transferred: Fee <input checked="" type="checkbox"/> Leasehold Land <input type="checkbox"/> Leasehold Improvements <input type="checkbox"/> Easement <input type="checkbox"/> Other <input type="checkbox"/>			
Interest Conveyed 100 % Does this transfer include Condo Parking: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what is the Parking Account?			
Square		Suffix	Lot
Sale Type: Single Parcel Improved-Arms Length <input type="checkbox"/> Single Parcel Vacant-Arms Length <input type="checkbox"/> Multiple Parcels-Arms Length <input type="checkbox"/> Not Arms Length <input type="checkbox"/>			
Date of Deed: February 5, 2002		Consideration: \$132,659.00 (Part J, Line #1)	
Was personal property included in this transfer? No			
If yes, What Type?		Estimated Value:	
Part C-Instrument Submitted by or Contact Person:			
Name: Post Closing Department		Firm: Stewart Title Group, LLC	
Address: 11 Dupont Circle SW Washington D.C. 20037			
Part D-Return Instrument To:			
Name: Post Closing Department		Firm: Stewart Title Group, LLC	
Address: Suite # 11		Street Name: Dupont Circle	
City: Washington		State: D.C.	Zip: 20037 Phone: 202-

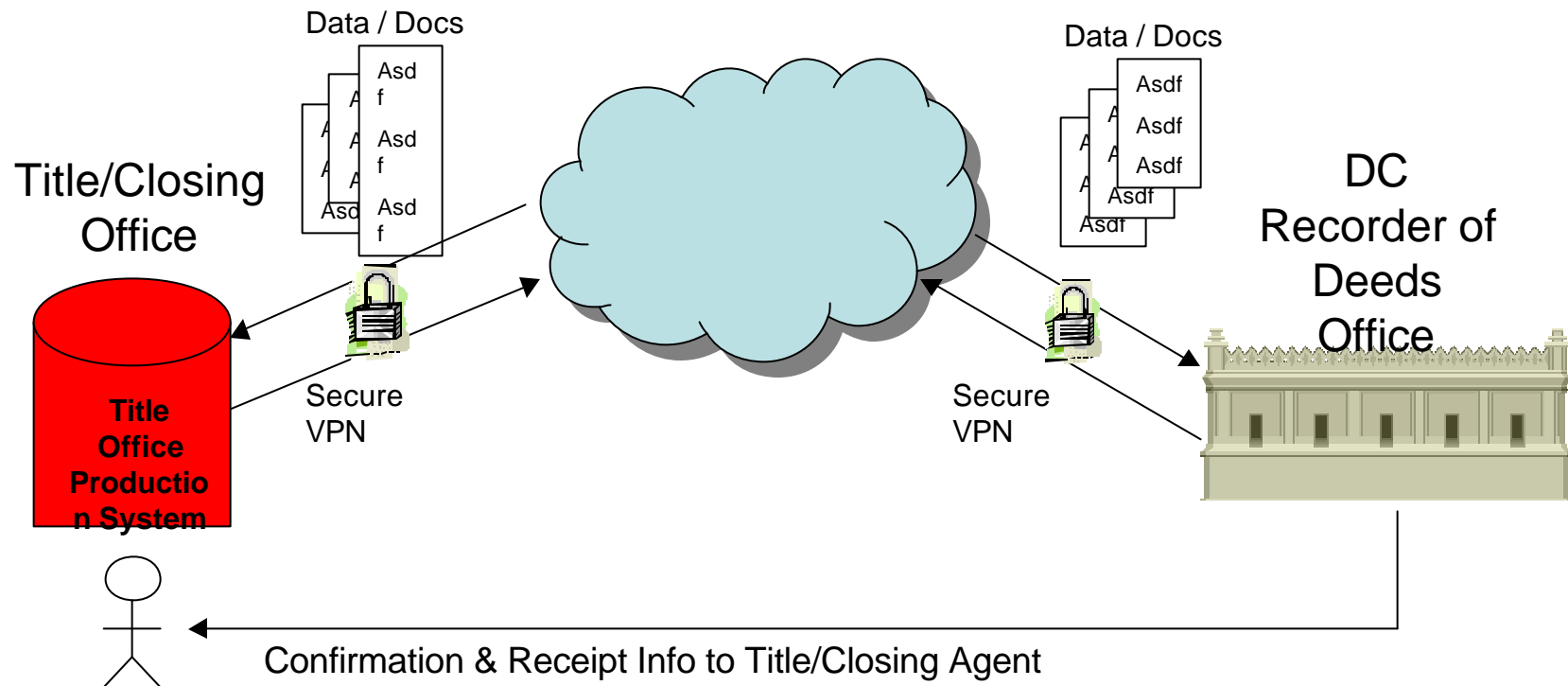
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Processing Flow

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As shown in the schematic below, the DC Recorder of Deeds receives the electronically filed documents and then notifies the Title / Closing office of receipt.



Land Records eFiling



Electronic Payment and Cashiering

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In addition to stamped, recorded document images and data electronically returned to title/closing office system, an emailed receipt is delivered to the specified Return-To Party immediately after filing.

